

Tasking Memorandum No. 99-275

Memorandum For:DCMDs

Subject: CJCS Positive Response Y2K-4 Sustainment Exercise Support

Date: August 23, 1999

Suspense Dates: August 30 - September 8, 1999

Target Audience: District Commanders

References:

- DLA CJCS Contingency Assessment (CCA)/Exercise POSITIVE RESPONSE Y2K-4(PRY2K-4)Letter of Instruction(LOI)
- DCMC Appendix to DLA Letter of Instruction


Requirements(s):

- The Assistant Secretary of Defense, Command, Control, Communications and Intelligence, Y2K Office has provided strategic guidance for all information technology (IT) software and systems in DoD that face Year 2000 (Y2K) problems. In response, the Defense Contract Management Command developed a Business Continuity and Contingency Plan (BCCP) to assure business operations in the event of Y2K computer problem(s). An exercise has been mandated by DoD to ensure Defense Agencies and Military Services conduct proofs-of-concept of their respective Y2K BCCPs. Contingency procedures for DCMC will be tested during the period August 30 through September 3, 1999 to evaluate the ability of DCMC Contract Administration Offices (CAOs) to continue business operations absent the availability of the Mechanization of Contract Administration Services (MOCAS) information system. The exercise is planned for all sites within the Command.
- At the DCMC Postive Response Y2K-4 Sustainment Exercise (PRY2K-4) Workshop of August 17-18, 1999, the plans and procedures for conducting the exercise were discussed among the participants from the Districts and CAOs and each participant was appraised of his/her office's respective responsibilities.
- Participation in the exercise is required as directed in referenced Letters of Instruction.
- As outlined in the DLA Letter of Instruction and as appended by the DCMC Letter of Instruction, PRY2K-4 after action reports (AAR) and completed assessment sheets are to be forwarded to the point of contact designated below by September 8, 1999.

Point of Contact for Further Information:

Major Len Fritz, DCMC-BD, (703) 767-4140 or DSN 427-4140,
len_fritz@hq.dla.mil.

Signature:



TIMOTHY P. MALISHENKO
Major General, USAF
Commander

CAIL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CJCS Contingency Assessment (CCA) / Exercise POSITIVE RESPONSE
Y2K-4 (PR Y2K-4) Letter of Instruction (LOI)

1. SECURITY INSTRUCTIONS

a. All levels of the agency will stress operations security (OPSEC) during the planning, execution and evaluation of Exercise (PRY2K-4). The details of the Intelligence scenario have been omitted in this document in order to avoid classification.

b. Although this LOI is unclassified, caution must be taken to preclude a compilation of unclassified exercise events during the active phase of the exercise, which when consolidated, would provide a classified list of essential elements of friendly information.

c. Special care must be taken to ensure classified information regarding other projects or initiatives are not compromised as a result of their connection to PRY2K-4.

d. This document, or other PRY2K-4 documents may not be released to any foreign nation.

e. Any shortfalls in capability or information collectively revealing vulnerability should be considered classified. Consult with your security specialist if you have any questions.

2. SITUATION: This letter prescribes exercise requirements for DLA and its Major Subordinate Commands (MSCs) and field activities participating in Exercise PRY2K-4. The challenge represented by the year 2000 (Y2K) problem is unprecedented and potentially as complex as any situation ever faced by DoD in its history. Exercise PRY2K-4 will be conducted for a five day period starting on 301400Z Aug 99 and ending NLT 032200Z Sept 99. The daily core shift will be 1400Z – 0200Z. The focus of the exercise is sustainment. The primary objectives are: Assess the adequacy of approved contingency plans for the functions performed by selected sustainment systems; determine if asset visibility for certain sustainment activities is maintained or degraded; gauge the capability of the wholesale logistics system to provide status to the war-fighter. Exercise play will focus on Class VIII (Medical) and Class IX (Repair Parts).

a. Threat Forces: Not applicable

b. Friendly Forces:

- HQ DLA, Ft Belvoir, VA
- DSCP Philadelphia, PA
- DSCC Columbus, OH
- DSCR Richmond, VA
- DAAS Dayton, OH
- DDC New Cumberland, PA [and Defense Depots see Table I]
- DCMC Ft Belvoir
- DCMDE Boston MA
- DCMDW Los Angeles CA
- DLA Pacific – Camp Smith, HI

c. Assumptions:

- Conduct of this exercise will not conflict with the conduct of real world operations.
- The Defense Switched Network, Commercial Telephone service and the Internet will be operational.
- Electronic Mail will be operational and the DAAS/DIELOG system will be used to provide requisition status to the Army and USARPAC customers only. DAAS will be operational for the Army only for day 1 and 3 of the exercise to accommodate their objectives.
- The Single Site Requisition Processing (SSRP) system will be operational for day 1 of the exercise.
- The DLA CI Web site will be used to provide DLA requisition status to all participants.

3. MISSION: To participate in CJC Contingency Assessment (CCA) Exercise PRY2K-4, a logistics sustainment exercise designed to test manual/automated workarounds to the DLA systems listed below:

DAAS – Defense Automatic Addressing System

DSS – Distribution Standard System

MOCAS – Mechanization of Contract Administration Services

SAMMS – Standard Automated Materiel Management Systems

4. EXECUTION:

a. Director's Intent: For HQ DLA, Defense Logistics Support Command (DLSC), including the Defense Supply Centers (DSCs), the Defense Distribution Center (DDC), and the Defense Contract Management Command (DCMC) to participate in the exercise by processing requisitions and administering contracts using workaround procedures as documented in their respective Y2K Contingency Plans. DLA activities will be using exercise e-mail addresses, dedicated exercise telephone numbers, and an ACCESS database on a DLA website. The Single Site Requisition Processing System (SSRP) will be used during the first day of the exercise only. Supply status will be provided on the ACCESS database in response to e-mail, fax and phoned in requisitions. Army play will be supported via a DAAS and DIELOG system test bed.

b. Concept of Operations: The sustainment play will include the processing of Service exercise requisitions as outlined below. It is anticipated that approximately 1000 exercise requisitions will be processed using work around procedures i.e. manual and software packages. The Army will use the DAAS test bed for days 1 and 3 of the exercise and will provide status via DIELOG. The Services will be provided status via an ACCESS database posted to a DLA website. Requisition play will be consistent with the guidance below, which was coordinated with the CINC and Service players.

c. Exercise Requisitions (see Figure 1)

- Documents will be sent to each of the three DLA Defense Supply Centers (DSCC, DSCP, and DSCR). Inventory Control Points (ICPs) within the DSCs managed product groups of material.
- Each DSC has a unique structure. The entry point into the DSCs is the Call Center or Emergency Supply Operations Center (ESOC). Call Centers and ESOCs may be consolidated or separate depending on the DSC. Therefore, the requirements to conduct a PRY2K-4 assessment vary with each DSC.
- DSCC has one consolidated Call Center, which will receive requisitions and pass them to each of their two ICPs for processing. DSCC requires 50 documents per Service/per day into their one Call Center. The 50 documents are divided between the ICPs.
- DSCP has separate Call Centers/ESOCs for each of four product groups. Only two product groups are involved in the exercise. They are Industrial and General (formerly Defense Information Systems Command (DISC)) which handles Class IX and Medical which handles Class VIII. The Industrial and General Call Center will receive 50 documents per Service/per day. Requirements for the Medical Call Center will average upwards of 20 documents per day.

- DSCR has one consolidated Call Center and ESOC, which will process requisitions for their ICPs. DSCR will receive 50 documents per Service per day with no further breakdown into sub-categories.
- The HQ DLSC-ESOC provides oversight and referrals as well as working special requirements like Critical Items Lists (CILs). The HQ DLSC-ESOC requires 5 documents per Service/per day, divided as evenly as possible between the three DSCs. If Service requisitions are directed to the HQ DLSC-ESOC for processing, the requisition will be distributed to the appropriate centers for action.

(1) Format for Requisitions

Services will use the standard MILSTRIP format for all documents regardless of how it is submitted. The following fields will be completed at a minimum:

- NSN
- Document Number [note – DODAAC will use “Y4K” in position 2,3,&4]
- QTY
- U/I
- Priority
- Fund Code
- Supplemental Address & Signal Code
- Project Code “Y4K”

(2) Methods of Submission

- 75% Electronic via e-mail.
- 15% FAX
- 5-10% Phone
- <5% Other

(3) Number of Documents per Submission

- 80% 2-5 Documents
- 10% Single Document
- 10% 5-10 Documents

(4) Rules of Engagement for Requisitions

- Priority 01, 02, 03 only
- QTY per requisition – realistic based on the NSN
- Non-stocked Items – 10% of documents submitted [approximately]
- Errors – 2 Documents per service/per day for each DSC entry point
- POC – every submission should include a POC with a phone number
- Every submission, regardless of method of submission, will be identified in the following manner:

EXERCISE**EXERCISE****EXERCISE**

This is a requisition for Exercise PRY2K-4. Do not process this document in SAMMS and DSS or release any material for shipment.

EXERCISE**EXERCISE****EXERCISE**

Exercise Players will submit Exercise requisitions to the following addresses:

HQ DLSC-ESOC

E-MAIL - esoc@hq.dla.mil

PHONE – (DSN) 427-3700 (COM) 703-767-3700

FAX – (DSN) 427-3704 (COM) 703-767-3704

DSCC (BOTH S9C AND S9E)

E-MAIL – esoc@dsccl.dla.mil

PHONE – (DSN) 850-2730 (COM) 614-692-2730

FAX – (DSN) 850-3324 (COM) 614-692-3324

DSCP INDUSTRIAL AND GENERAL (S9I)

E-MAIL – discoce@dscpl.dla.mil

PHONE – (DSN) 442-2336 (COM) 215-697-2336

FAX – (DSN) 442-5726 (COM) 215-697-5726

DSCP MEDICAL (S9M)

E-MAIL – medesoc@dscpl.dla.mil

PHONE – (DSN) 444-2112 (COM) 215-7237-2112

FAX – (DSN) 444-2666 (COM) 215-737-2666

DSCR (S9G)

E-MAIL – esocsar@dscr.dla.mil

PHONE – (DSN) 695-5461/4211 (COM) 804-279-5461/4211

FAX – (DSN) 695-5277 (COM) 804-279-5277

DDC (RICs for Depots are included in Table 1)

E-MAIL - ccc@ddc.dla.mil

PHONE – (DSN) 977-5283/5775

FAX – (DSN) 977-7468/8279

(5) STATUS

Supply status will be reported by each DSC and entered into the ACCESS database. Status equating to MRO release will be passed to the DDC or Defense Depot for their action. Split shipment actions are to be minimized. If split shipments should occur, each DSC should call the requisitioner, explain the situation, process that portion that can be released for shipment, and request customer approval to cancel the

outstanding balance. Customer will submit a new requisition for the required balance. For MROs released for depot action status will be provide through DDC coordination with the Depots and reported to the DSC and HQ DLSC-ESOC via the ACCESS database. The ESOC will convert updated ACCESS database and post it to the HQ website at <http://cani.dla.mil/y4k/>. This will be done twice daily at 1500hrs and 2100hrs. User IDs and Passwords for the database will be provided separately. Ms Tanja Johnson, CI, DSN 427-2186 is the POC for the ACCESS database.

(6) DCMC HQ Participation

a. DCMC (Contingency Planners and Y2K Program Office) will participate as members of the Crisis Action Team (CAT) within the DLA Logistics Readiness Center (LRC). They will monitor participation of its subordinate elements from the LRC and DCMC area. DCMC will forward exercise taskers to subordinate District HQs as required and forward reports, etc., received from District HQs to the LRC. DCMC will evaluate the performance of its subordinate elements on a daily basis. No play is anticipated or planned for DCMC elements.

b. DCMC District HQs (District Commanders, Emergency Planners, and District HQ elements) will participate as members of the District CAT operating out of their District Command and Control Centers (CCCs). The Districts will exercise their Y2K Business Continuity Plans (BCPs) in response to various exercise taskers. The District Emergency Planners will manage the exercise play among the Contract Administration Offices (CAOs) within their respective Districts. They will monitor participation of its CAOs from their CCC. District CATs will forward exercise taskers received from DCMC HQ or from other exercise participants to the appropriate District HQ elements or subordinate CAOs, as required and forward reports, etc., received from their District HQ elements or CAOs to the DCMC representatives within the LRC. The District CAT will evaluate the performance of its CAOs on a daily basis. Participation by the District Commanders will be kept to a minimum as not to disrupt their Command's normal activities. The Districts are encouraged to conduct free play amongst both its CAOs and its District HQ elements.

c. DCMC CAOs (Commanders, Business Continuity Team (BCT) members, and CAO personnel as required) will exercise their Y2K BCPs in response to various exercise taskers. The CAOs will be the most active participants in the JCS exercise. The CAO BCTs will respond to exercise taskers received from their District CATs HQ or from other exercise participants and report back to their District CATs. The CAOs will evaluate its performance to exercise taskers as required. Response to exercise taskers will be as follows:

d. Some taskings involving DCMC will be received by the LRC and will be forwarded through DCMC for action to the appropriate District(s) and, in turn, the appropriate CAO(s) as necessary. If the tasking involves Mechanization of Contract Administration Services (MOCAS), the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. Any taskings received directly to DCMC will also follow this process.

e. Some taskings involving DCMC will be received at the Districts directly from exercise participants for their action or for forwarding, in turn, to the appropriate CAO(s) for action. If the tasking involves MOCAS, the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. If such taskings are received the District CAT will notify the DCMC representative in the LRC immediately.

f. Some taskings involving DCMC will be received at the CAOs directly from exercise participants for their action. The CAOs will notify the District CAT immediately of the tasking prior to acting on the tasking. If the tasking involves MOCAS, the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. If such taskings are received at the CAO level the District CAT will notify the DCMC representative in the LRC immediately.

7. Tasks:

a. HQ DLA (CAIL and CI)

(1) Publish coordinated exercise documents to include an LOI, Assessment Plan, Exercise POC List, Played Items List and provide copies of pertinent exercise documents i.e. CJCS ExDir to all players and exercise MSELs to all controllers.

(2) Operate the JLRC from August 30 – September 3, 1999, with appropriate staffing during the exercise core hours.

(3) Develop and coordinate preparation of Lessons Learned and Quick Look reports as required by the Joint Staff. Prepare materials for the SVTC with the SecDef and CJCS scheduled for September 29, 1999.

b. Coordinating Instructions:

(1) This LOI is effective for planning upon receipt and for execution on order. The LOI reflects procedures that have been coordinated and agreed upon by CINC, Service and Agency exercise planners. Supplementation of this LOI is encouraged where appropriate.

(2) Direct coordination with all DLA participants is authorized and encouraged.

(3) Please keep HQ DLA-LRC informed.

c. DLA MSCs and Field Activities

(1) Participate in PRY2K-4; activate CCCs and Emergency Supply Operation Centers, that will serve as focal points for the exercise. CCCs and ESOCs

will support the core hours of the exercise (1400Z-0200Z). The CCC is the control cell for the exercise and is responsible for timely reporting during and after execution of the PRY2K-4.

(2) Upon receipt of the exercise requisitions, provide status to customer in accordance with agreed upon procedures using the ACCESS database on the DLA-CI homepage.

(3) Provide DLA Daily Assessment Findings (worksheet to be included in the Assessment Plan) daily, and the Quick Look Report input to HQ DLA-CI NLT COB September 7, 1999. DLA will use this information to formulate the DLA input to the Joint Staff as required by the 081019Z July message on the CCA PRY2K-4 MSEL Conference Announcement. This information can be e-mailed to donna.mccloud@hq.dla.mil or faxed to DSN 427-3113.

(4) Provide Situation Reports daily, NLT 2000Zhrs, in accordance with Agency procedures outlined in DLAD 3020. 1, August 4, 1999 (Draft).

5. COMMAND AND CONTROL

a. The HQ DLA-JLRC will exercise command and control for the Agency's participation in Exercise PRY2K-4. The JLRC is located in the basement of the HQ Complex at Ft Belvoir Room 0238, 8725 John J Kingman Rd, Ft. Belvoir VA. The JLRC will be operational from 0800 hrs on August 30, 1999 until endex on September 3, 1999. Core hours will be supported with extended coverage as dictated by exercise requirements. The watch officer phone number is (703) 767-2711, DSN 427, Secure number is X2708, unclassified FAX is X2721, and the classified FAX is X2708. The e-mail is cat@hq.dla.mil. The SIPRNET address is ff8dla1@gccs.af.pentagon.smil.mil.

b. Normal agency command relationships will remain in effect.

c. All participating field activities will use their CCCs and ESOCs to support this exercise during core hours.

d. Joint Staff assessors will observe exercise play at HQ DLA, DSCP, and DDC.

e. Signal – Current communications electronics operating instructions are in effect. All participating activities will maintain strict COMSEC and OPSEC procedure.

f. The MSCs through their participating activities will maintain communications to ensure that the Director, DLA through the JLRC is updated daily on exercise events during PRY2K-4 participation.

g. The POCs are Mike Hilert, CAIL, (703) 767-2705, and Ms. Donna McCloud, CI, (703) 767-2189.

ORIGINAL SIGNED

JOHN A. O'DONOVAN
Colonel, USMC
Chief, Joint Logistics and
Contingency Operations

Attachments

1. Fig 1
2. Depot/Ric Table 1

DISTRIBUTION:

DLSC
DCMC
DCMDE
DCMDW
DPAC
DSCP
DSCC
DSCR
DAAS
DDC

cc:

CI (McCloud)



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-622 1

IN REPLY
REFER TO

DCMC-B

Date August 23, 1999

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT
MANAGEMENT DISTRICTS**

SUBJECT: DCMC Appendix to DLA LOI

1. SECURITY INSTRUCTIONS

No changes to DLA LOI.

2. SITUATION

A. Threat Forces: N/A

B. Friendly Forces: In addition to those contained in the DLA LOI, DCMDI
Ft Belvoir, VA and all DCMC CAOs.

C. Assumptions: In addition to those contained in the DLA LOI, the
following pertain to DCMC ONLY and will supercede any DLA
assumptions if conflict arises.

- 1) Depot stocks have been drawn down, some possible depleted.
- 2) All Districts and CAOs supporting U.S. Forces are affected.
- 3) Localized Y2K events are anticipated.
- 4) All Reserve personnel assigned to DCMC (IMAs and unit
reservists) have been mobilized.
- 5) No Contingency Contract Administration Services (CCAS)
personnel have deployed.
- 6) DCMC Civilians who are reservists or retired military have not been
activated/recalled.
- 7) MOCAS will be down the entire period of the exercise.
- 8) DCMC systems may be affected.
- 9) DCMC e-mail systems WILL NOT be available.
- 10) No deviation from FARs is authorized and normal acquisition
procedures are in effect.
- 11) DCMC District HQs and CAOs have read and complied with the
DCMC BCCP.
- 12) All contracts played during the exercise can be affected by DCMC
MSEL problems.



3. MISSION: In addition to the mission contained in the DLA LOI, the following mission taskings pertain to DCMC ONLY:
- A. Highlight awareness of Y2K issues and need for BCCP and BCT at Districts and CAOs.
 - B. Maintain operations in event of loss of automated systems due to Y2K problems.
 - C. Identify alternate processes in event of loss of automated systems due to Y2K problems.
 - D. Familiarize field activities with manual workarounds and other alternative processes due to Y2K problems.
 - E. Identify training, equipment, manpower, and other resources required to continue operations in event of loss of automated systems due to Y2K problems.
 - F. Validate DCMC Y2K BCCP and BCT processes.

4. EXECUTION

- A. DCMC will actively participate in the JCS exercise as follows:
- 1) DCMC HQ Contingency Planners and Y2K Program Office will participate as members of the Crisis Action Team (CAT) within the DLA Logistics Readiness Center (LRC) and will monitor participation of its subordinate elements from the DLA LRC and DCMC HQ area. DCMC will forward exercise taskers to subordinate District HQs as required and forward reports, etc. received from District HQs to the DLA LRC. DCMC HQ will evaluate the performance of its subordinate elements on a daily basis. No play is anticipated or planned for DCMC HQ elements.
 - 2) DCMC District HQs (District Commanders, Emergency Planners, and District HQ elements) will participate as members of the District CAT operating out of their District Command and Control Centers (CCCs). The Districts will exercise their Y2K Business Continuity Plans in response to various exercise taskers. The District Emergency Planners will manage the exercise play among the Contract Administration Offices (CAOs) within their respective Districts and will monitor participation of its CAOs from their CCC. District CATs will forward exercise taskers received from DCMC HQ or from other exercise participants to appropriate District HQ elements or subordinate CAOs as required and forward reports, etc. received from their District HQ elements or CAOs to the DCMC representatives within the DLA LRC. The District CAT will evaluate the performance of its CAOs on a daily basis. Participation by the District Commanders will be kept to a minimum

as not to disrupt their Command's normal activities. The Districts are encouraged to conduct free play amongst both its CAOs and its District HQ elements.

- 3) DCMC CAOs (Commanders, Business Continuity Team (BCT) members, and CAO personnel as required) will exercise their Y2K Business Continuity Plans in response to various exercise taskers. The CAOs will be the most active participants in the JCS exercise. The CAO BCTs will respond to exercise taskers received from their District CATs HQ or from other exercise participants and report back to their District CATs. The CAOs will evaluate its performance to exercise taskers as required.

B. Response to exercise taskers will be as follows:

- 1) Some taskings involving DCMC will be received by the DLA LRC and will be forwarded through DCMC HQ for action to the appropriate District(s) and, in turn, the appropriate CAO(s) as necessary. If the tasking involves MOCAS, the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. Any taskings received directly to DCMC HQ will also follow this process.
- 2) Some taskings involving DCMC will be received at the Districts directly from exercise participants for their action or for forwarding, in turn, to the appropriate CAO(s) for action. If the tasking involves MOCAS, the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. If such taskings are received the District CAT will notify the DCMC HQ representative in the DLA LRC immediately.
- 3) Some taskings involving DCMC will be received at the CAOs directly from exercise participants for their action. The CAOs will notify the District CAT immediately of the tasking prior to acting on the tasking. If the tasking involves MOCAS, the District CAT will evaluate the tasking and apply one of the five DCMC MSELs to the tasking. If such taskings are received at the CAO level the District CAT will notify the DCMC HQ representative in the DLA LRC immediately.
- 4) Taskings within DCMC will be transmitted via fax or telephone. No e-mail will be utilized, as this would allow use of a computer based workaround method which may not be available in a Y2K event. Taskings received via e-mail from outside of DCMC will be acted on but the responses will be done only with telephone or fax.

- 5) Taskings requiring interface with MOCAS will be forwarded to DFAS at their center in Columbus, Ohio. This will be done only by fax. The respective District CCC will coordinate all transactions by CAOs with DFAS prior to transmission to DFAS.
- 6) When fax and telephone communications are used for transmission of taskings, exercise participants will notify the recipient that this action is for Exercise PRY2K-4 and that no real world action is to be made with a contractor.



STEPHEN B. BROOKS
Captain, Supply Corps, US Navy
Associate Executive Director
Strategic Projects